

**CALTRANS TRAVEL TIP 2003-02**  
**AUTHORIZATION TO USE PRIVATELY-OWNED VEHICLE (POV) FORM**  
**(January 24, 2003)**

This note has been approved by Cindy McKim, Chief of the Division of Accounting, to be sent to All Caltrans E-Mail Users by the Travel Policy Section. The Caltrans Travel Tip is intended to communicate the Department's travel policies quickly and efficiently to all Caltrans employees.

**All employees** are reminded that a new **Authorization to Use Privately-Owned Vehicle Form (fa205a)** must be completed each calendar year if their personal vehicle will be used on state business. The first-line supervisor will retain the original POV form for mileage rate verification when approving Travel Expense Claim reimbursements. Employees should retain a copy for their own records.

POV forms can be obtained through the Caltrans Electronic Forms System (CEFS) at <http://adsc.caltrans.ca.gov/CEFS/>.

For more information regarding the Department's private vehicle usage policies, please visit Chapter 7 of the Caltrans Travel and Expense Guide located at [http://adsc.caltrans.ca.gov/ASC/travel/tg/priv\\_veh\\_use.htm](http://adsc.caltrans.ca.gov/ASC/travel/tg/priv_veh_use.htm)

If you have any questions or require further information, please call the Travel Information Line at (916) 227-9061 or CALNET 498-9061 between the hours of 9:00 am - 12:00 p.m. and 1:00 p.m. - 3:00 p.m.

**For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail Gilbert Petrissans at [Gilbert\\_Petrissans@dot.ca.gov](mailto:Gilbert_Petrissans@dot.ca.gov) or Nancy Ledesma at [Nancy\\_Ledesma@dot.ca.gov](mailto:Nancy_Ledesma@dot.ca.gov). TTY users may also call 1-800-735-2922.**

Happy Travels.



**Cal T. Rans**  
Your Partner in Travel